



ECO Resource Group

The Nature of Innovation

## **GENERAL SERVICES ADMINISTRATION**

### **Federal Acquisition Service**

#### ***Authorized Federal Supply Schedule Price List***

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!™**, a menu-driven database system. The INTERNET address for **GSA Advantage!™** is: **<http://www.GSAAdvantage.gov>**.

#### **Schedule for – Professional Services**

**Schedule:** 00CORP **Class:** Contract

**Number:** GS-00F-017AA

#### **For more information on ordering from Federal Supply Schedules**

**click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

**Contract Period:** - July 1, 2013 through June 30, 2018

**Contractor:** ECO RESOURCE GROUP, LLP  
13616 Sunrise Drive NE  
Bainbridge Island, WA 98110 4158

**Business Size:** Small, Disadvantaged, Woman Owned Business

**Telephone:** (206) 855-0590

**FAX Number:** (206) 855-0591

**Web Site:** <http://www.ecoresourcegroup.com>

**E-mail:** [team@ecoresourcegroup.com](mailto:team@ecoresourcegroup.com)

**Contract Administration:** SANDRA DAVIS

## **CUSTOMER INFORMATION:**

#### **1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

SIN	Recovery	SIN Description
874-1	874-1RC	Integrated Consulting Services
899-1	899-1RC	Environmental Consulting Services

#### **1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the**

customer, should show the range of the lowest price, and cite the areas to which the prices apply.

- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and Overseas
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** \$500,000.00 - \$1,000,000.00 – 0.5% quantity discount  
\$1,000,000.01 and above – 1.0% quantity discount
8. **Prompt payment terms:** 0.5%, 15 days Net 30
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address (es):** Same as Contractor

- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. Payment address (es):** Same as company address
- 15. Warranty provision.** Contractor's standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**  
N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:**  
[www.Section508.gov/](http://www.Section508.gov/).
- 25. Data Universal Numbering System (DUNS) number:** 018136775
- 26. Notification regarding registration in System for Award Management (SAM) database:**  
Registered

## Awarded Prices

### SIN C874 1

Labor Category	Base				
	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
Master Facilitator	\$219.10	\$223.48	\$227.95	\$232.51	\$237.16
Facilitator	\$182.58	\$186.23	\$189.96	\$193.76	\$197.63

### SIN C899 1

Labor Category	Base				
	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
Master Facilitator	\$219.10	\$223.48	\$227.95	\$232.51	\$237.16
Principal Scientist	\$219.10	\$223.48	\$227.95	\$232.51	\$237.16
Senior Environmental Planner	\$182.58	\$186.23	\$189.96	\$193.76	\$197.63
Senior Organization Development Specialist	\$182.58	\$186.23	\$189.96	\$193.76	\$197.63
Senior Facilitator	\$182.58	\$186.23	\$189.96	\$193.76	\$197.63
Facilitator	\$143.58	\$146.45	\$149.38	\$152.37	\$155.42
Senior Public Involvement Specialist	\$179.99	\$183.59	\$187.26	\$191.01	\$194.83
Collaborative Environmental Process Designer	\$174.44	\$177.93	\$181.49	\$185.12	\$188.82
Project Manager	\$174.44	\$177.93	\$181.49	\$185.12	\$188.82
Environmental Regulatory Specialist	\$146.07	\$148.99	\$151.97	\$155.01	\$158.11
Planner/Researcher	\$93.90	\$95.78	\$97.69	\$99.65	\$101.64

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

## SIN C874 1

Labor Category	Minimum Experience & Education Requirements	Functional Responsibilities*
<b>Master Facilitator</b>	20+ years experience MS/MA degree or equivalent experience** Certification preferred	<p>Provides neutral facilitation, mediation and conflict management/resolution services as a lead facilitator/mediator/ADR practitioner/consultant to support management or strategy consulting projects, program development, change management, visioning, and/or processes involving two or more individuals, a project team, an agency, or multiple agencies, organizations and/or departments.</p> <ul style="list-style-type: none"> <li>• Works collaboratively to plan and lead thoughtful and dynamic dialogue and to resolve/manage complex issues affecting organizations</li> <li>• Develops a workable agreement, consensus and/or manages conflict among staff, teams, departments, organizations, and within organizations surrounding policies, practices, procedures, processes, goals, objectives, strategies and approaches</li> <li>• Develops, improves and facilitates management processes</li> <li>• Completes all necessary meeting preparation and follow up</li> <li>• Participates in meeting/workshop/focus group design as required</li> <li>• Coordinates with project/program staff, and co-facilitator(s) when appropriate</li> <li>• Coordinates with agency staff, advisors and stakeholders (for example union and elected representatives) between meetings/sessions as needed</li> <li>• Keeps track of key decisions and areas of agreement</li> <li>• Uses a variety of decision support methodologies</li> <li>• Prepares agreements and or draft and final reports as needed</li> <li>• Conducts neutral third-party assessments including preferences and keys for success</li> <li>• Manages neutral third-party teams</li> <li>• Debriefs stakeholders</li> <li>• Utilizes alternative dispute resolution</li> </ul>

		processes
<b>Senior Facilitator</b>	15+ years experience BS/BA degree or equivalent experience**	<p>Provides neutral facilitation and conflict management/resolution services as a facilitative consultant to support management or strategy consulting projects, program development, change management, visioning, and/or processes involving two or more individuals, a project team, an agency, or multiple agencies, organizations and/or departments.</p> <ul style="list-style-type: none"><li>• Works closely with and assists a Master Facilitator as a co-facilitator in planning, conducting and completing follow-up assignments as appropriate for highly complex facilitation/mediation/ADR /conflict management projects/programs</li><li>• Works independently to plan, conduct and complete follow-up assignments as appropriate for facilitations with a moderate degree of complexity</li><li>• Prepares for and provides working group, and/or advisory board facilitations</li><li>• Supplies advice, information and/or collaborative support that contributes to the development of agreements and/or understanding of the parties within the organization/organizations</li><li>• Supports the development, analysis, implementation, and presentation of data or information</li><li>• Oversees logistical planning and arrangements for meetings and workshops</li></ul>

## SIN 899 1

Labor Category	Minimum Experience & Education Requirements	Functional Responsibilities*
<b>Master Facilitator</b>	20+ years experience MS/MA degree or equivalent experience** Certification preferred	<p>Provides neutral facilitation, mediation and conflict management/resolution services as a lead facilitator/mediator/ADR practitioner/consultant to support complex and/or controversial environmental projects, such as sustainable environmental policy, water policy, land use, environmental pollution and restoration, coastal management, climate change, disaster preparedness, resilience and growth management for programs involving two or more government agencies, organizations, tribes, stakeholder groups and/or the public. Also facilitates stakeholder committees/advisory groups, technical teams, and public meetings/workshops.</p> <p>Facilitates a very high degree of policy, political, and stakeholder complexity such as projects that include several inter-related public decisions, complex process design and political strategies, extreme polarization, multiple agencies, large numbers of parties engaged in difficult negotiations, rapidly changing external factors, controversial political and/or media relations issues and/or difficulty maintaining stakeholder participation.</p> <ul style="list-style-type: none"> <li>• Works collaboratively to plan and lead thoughtful and dynamic dialogue and to resolve/manage environmental related issues on highly complex and often controversial issues</li> <li>• Develops consensus across multiple stakeholders, disciplines, and entities surrounding plan development, planning processes, natural resource/ environmental/ disaster preparedness/ water management approaches, and expected outcomes</li> </ul>

		<ul style="list-style-type: none"> <li>• Completes all necessary session/meeting preparation and follow up</li> <li>• Participates in meeting/workshop/ focus group/retreat design as needed</li> <li>• Coordinates with project/program staff, and co-facilitator when appropriate</li> <li>• Coordinates with agency stakeholders between meetings/sessions as appropriate</li> <li>• Keeps track of key decisions and areas of agreement</li> <li>• Prepares draft and final agreements, recommendations and reports as needed</li> <li>• Conducts and manages neutral third-party stakeholder assessments including preferences and keys for success</li> <li>• Debriefs stakeholders</li> <li>• Utilizes alternative dispute resolution processes</li> </ul>
<b>Principal Scientist</b>	20+ years experience PhD degree or equivalent experience**	<p>Provides scientific and/or subject matter expertise in one of a variety of specialized fields or disciplines for environmental, engineering, planning, regulatory, and emergency management/ disaster preparedness projects as a recognized expert.</p> <ul style="list-style-type: none"> <li>• Works as a biologist, ecologist, hydrologist, soil scientist, climatologist, environmental scientist, waste management professional, risk management/disaster preparedness professional, or others, on projects and/or programs involving single or multiple department(s), agency(ies), government(s), organization(s), and/or tribe(s)</li> <li>• Provides expert advice, review, evaluation and recommendations regarding technical documents, research, and monitoring</li> <li>• Conducts primary and secondary</li> </ul>



		<p>environmental research in support of sustainable environmental policy, water policy, land use, environmental pollution and restoration, coastal management, climate change, disaster preparedness, resilience and growth management</p> <ul style="list-style-type: none"> <li>• Develops defensible strategies and results</li> <li>• Develops adaptive management strategies</li> <li>• Participates in the development of research and monitoring plans</li> <li>• Prepares white papers, reports, technical memos</li> <li>• Prepares environmental impact reports</li> <li>• Participates on expert panels, and in special workgroups or task forces as a subject matter expert</li> </ul>
<b>Senior Environmental Planner</b>	20+ years experience MS/MA degree or equivalent experience**	<p>Provides visioning and planning services (including long-range, strategic and scenario planning) in support of environmental initiatives and regulatory requirements/compliance, sustainable environmental policies/procedures/regulation development, watershed and water policy, shoreline and natural resources/land use/growth management planning, large-scale ecosystem management, environmental monitoring, sustainability, spill prevention, EMS, Homeland Security initiatives and grants, identification and mitigation of threats and hazards, technical and risk analyses, disaster preparedness/emergency management, resilience, debris management planning, governance, and dispute resolution projects/processes/programs.</p> <ul style="list-style-type: none"> <li>• Supplies environmental and planning advice or information that contributes to the understanding of the parties in a multi-party</li> </ul>

		<p>collaboration or project</p> <ul style="list-style-type: none"> <li>• Supports the development, analysis, implementation, and presentation of data or information</li> <li>• Assists with research, theory development and evaluation efforts on collaborative and civic engagement for policy making</li> <li>• Provides environmental and planning input to scientists, researchers or technical specialists</li> <li>• Reviews permits and plans for compliance with land use and development, watershed, NEPA, ESA, SMA, cultural resource, transportation, wetlands, habitat management, environmental restoration and other regulatory and policy/procedure requirements</li> <li>• Designs, oversees and/or evaluates HSEEP exercises and drills, and NIMs compliant plans</li> <li>• Reviews deliverables for environmental and planning content, and appropriate presentation and format</li> <li>• Supports the development of sustainability practices, plans and performance measures</li> <li>• Develops public and private partnerships</li> <li>• Participates in meetings and workshops</li> <li>• Prepares planning memos and reports as required</li> <li>• Develops maps, drawings, and graphical reports</li> <li>• Develops and makes presentations</li> <li>• Supports other project/program staff as needed</li> </ul>
<b>Senior Organization Development Specialist</b>	20+ years experience MS/MA degree or equivalent experience**	Provides organization development/governance services to support the institutional needs related to ecosystem management, environmental pollution and restoration, coastal management,

		<p>climate change, disaster preparedness, planning, and regulations, which involve an agency or multiple agencies, organizations, tribes, and/or special interests.</p> <ul style="list-style-type: none"><li>• Identifies key stakeholders</li><li>• Identifies, reviews and analyzes existing organization/governance structures and/or organizational/governance needs</li><li>• Participates in the development and implementation of surveys to collect additional information as needed</li><li>• Prepares for and conducts interviews as needed</li><li>• Develops organization/governance improvement plans</li><li>• Conducts best practices research as applicable to project or program needs</li><li>• Provides alternatives and/or recommendations regarding proposed governance/organization structures</li><li>• Develops, improves and facilitates implementation of decision-making processes/ frameworks</li><li>• Develops, improves and facilitates implementation of conflict resolution processes</li><li>• Develops, improves and facilitates implementation of stakeholder participation processes</li><li>• Develops, other processes and forms if required for implementation</li><li>• Develops, improves and facilitates implementation of communications strategies</li><li>• Develops, improves and facilitates implementation of systems for monitoring, measuring and reporting on desired aspects of organizations'/governance structures' performance and achievements</li><li>• Convenes affected parties to discuss</li></ul>
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		<p>and review results, alternatives and proposals as appropriate</p> <ul style="list-style-type: none"> <li>• Prepares implementation strategies, rollout plans and action plans</li> <li>• Provides guidance on the integration of new organization/governance structures within existing organizations or geographic areas</li> <li>• Provides advice or information about an organization, it's structure and processes that contributes to the understanding of the parties in a multi-party collaboration or project</li> <li>• Supports the collection, development, analysis, implementation, and presentation of organization/governance data or information as required</li> <li>• Develops and presents draft and final reports as required</li> <li>• Provides coaching, training and leadership development as needed</li> <li>• Collaborates with project/program staff, contractors and other stakeholders as appropriate</li> <li>• Assists the leadership of the organization in ensuring strategic level issues, needs, and topics are being adequately addressed</li> </ul>
<b>Senior Facilitator</b>	<p>15+ years experience Masters degree or equivalent experience**</p>	<p>Provides neutral facilitation and conflict management/resolution services as a facilitative consultant to support environmental projects and programs involving an agency or project team, or two or more government agencies, organizations, tribes, stakeholder groups and/or the public.</p> <p>Is independently responsible for facilitating meetings/workshops/advisory groups with a moderate degree of policy, political, and stakeholder complexity, such as projects related to a significant public decision with some degree of conflict among stakeholders.</p>

		<ul style="list-style-type: none"> <li>• Works closely with and assists a Master Facilitator as a co-facilitator in planning, conducting and completing follow-up assignments as appropriate for extremely complex and/or highly controversial facilitation/mediation/ADR /conflict management projects/programs</li> <li>• Prepares for and leads working group, advisory board, and/or public facilitations</li> <li>• Supplies advice or information or collaborative support that contributes to the development of agreements and/or understanding of the parties in multi-party collaborations or projects</li> <li>• Supports the development, collection, analysis, interpretation, implementation, and presentation of data or information for environmental, shoreline and natural resource, water basin, regulatory, adaptive management, Homeland Security, disaster preparedness, mitigation/risk, resilience, sustainability, governance, scientific, and dispute resolution projects/programs</li> <li>• Oversees logistical planning and preparation for meetings and workshops when a senior public involvement specialist is not involved</li> </ul>
<b>Facilitator</b>	10+ years experience BS/BA degree or equivalent experience**	<p>Provides neutral facilitation and conflict management/resolution support services as a facilitative consultant to support environmental projects and programs involving an agency or project team, or two or more government agencies, organizations, tribes, stakeholder groups and/or the public.</p> <p>With appropriate guidance and oversight, provides support for facilitating meetings/workshops/</p>

		<p>advisory groups with varying degrees of policy, political, and stakeholder complexity, or controversy.</p> <ul style="list-style-type: none"> <li>• Works closely with and assists a Master or Senior Facilitator in planning, conducting and completing follow-up assignments as appropriate for complex facilitation/mediation/ADR /conflict management projects/programs</li> <li>• Prepares for and provides working group, break-out session and/or advisory board facilitations where there is a moderate to low degree of complexity or controversy</li> <li>• Provides information, insights and/or collaborative support that contributes to the development of agreements and/or understanding of the parties within the organization/organizations</li> <li>• Supports the development, analysis, implementation, and presentation of data or information</li> <li>• Supports logistical planning and preparation for meetings and workshops</li> </ul>
<b>Senior Public Involvement Specialist</b>	18+ years experience MS/MA degree or equivalent experience**	<p>Provides public outreach, civic engagement, collaboration, education, participation, and engagement, and communications services (<i>including risk communications and messaging</i>) to support environmental projects and programs involving two or more government teams, agencies, organizations, tribes, stakeholder groups and/or the public. Also supports compliance of notification requirements for stakeholder committees/advisory groups, technical teams, and public meetings/workshops.</p> <ul style="list-style-type: none"> <li>• Develops and implements communications and public involvement/stakeholder engagement plans to meet project objectives</li> </ul>

		<ul style="list-style-type: none"><li>• Participates in the identification of parties/stakeholder groups that have an interest in the project/program with varying views and perspectives</li><li>• Creates stakeholder databases</li><li>• Prepares and presents written materials to document, analyze, and explain collaborative public policy making to opinion leaders, other professionals, and the public</li><li>• Develops draft and final agendas for meetings, workshops and advisory groups for review by client and project team, as appropriate</li><li>• Develops invitations, public notices, press releases, ads and/or media packets, signage, flyers, door hangers and other materials as required</li><li>• Develops and designs advertising messages, including graphics, logos and slogans</li><li>• Manages media relations and develops media lists</li><li>• Develops websites</li><li>• Manages social media programs</li><li>• Assists with crisis communications</li><li>• Plans for and participates in meetings in support of public/stakeholder outreach and involvement/ engagement including internal and external stakeholder meetings, public meetings, advisory groups, and project team meetings as needed</li><li>• Prepares meeting summaries as needed</li><li>• Designs and conducts surveys, stakeholder interviews, and questionnaires</li><li>• Produces reports, collateral materials, fact sheets, and correspondence, etc.</li><li>• Oversees logistical planning and arrangements for meetings and workshops</li></ul>
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<b>Collaborative Environmental Process Designer</b>	15+ years experience MS/MA degree or equivalent experience**	<p>Provides overall process design, adaptation, and quality control for highly complex and potentially high conflict environmental, planning, disaster preparedness/mitigation and or governance projects working towards common goals.</p> <ul style="list-style-type: none"><li>• Designs complex or highly complex or controversial collaborative problem-solving processes</li><li>• Oversees implementation of highly complex or controversial collaborative problem-solving processes, making adjustments as required</li><li>• Provides leadership and develops solutions for methodological and process problems and challenges</li><li>• Works with project teams to develops draft and final agendas for retreat design, meetings, workshops, and advisory groups as appropriate</li><li>• Utilizes proficiencies in process design, group dynamics, decision science, alternative dispute resolution /negotiation /mediation /facilitation and environmental consulting to support design elements to meet project/program goals</li><li>• Participates in facilitation/mediation when appropriate</li><li>• Attends meetings as appropriate</li><li>• Participates in meeting debriefs as appropriate</li><li>• Provides quality control as needed</li></ul>
<b>Project Manager</b>	15+ years experience MS/MA degree or equivalent experience**	<p>Provides overall project management and quality control for environmental, planning, disaster preparedness/mitigation and or governance projects/programs.</p> <ul style="list-style-type: none"><li>• Provides project leadership</li><li>• Oversees project schedules and budgets, ensuring projects are delivered on time and within budget</li></ul>



		<ul style="list-style-type: none"><li>• Requests change orders, modifications and/or no time cost extensions for projects as may be appropriate</li><li>• Provides guidance to project teams on client success factors, budget, timelines, deliverables, expectations, contract issues, and other appropriate management tasks</li><li>• Develops and implements quality control and management strategies and plans</li><li>• Oversees development of an administrative record when required</li><li>• Monitors performance (in relevant areas) according to agreed standards and takes necessary actions to ensure performance levels are met</li><li>• Participates in meeting debriefs</li><li>• Participates in internal agency meetings</li><li>• Reviews all contract deliverables for content, presentation and format</li><li>• Provides overall contract administration and maintains communication with the agencies</li><li>• Works with clients to support their program/project management needs internally and externally</li></ul>
<b>Environmental Regulatory Specialist</b>	10+ years of Experience BS/BA or equivalent experience**	<p>Plans and conducts assignments related to special expertise in regulatory issues for federal and state regulations such as ESA, NEPA, CERCLA, and SMA, among others.</p> <ul style="list-style-type: none"><li>• Supplies advice or information to other consultants and project team members on topics related to policy, compliance, and implementation of various regulatory requirements</li><li>• Reviews and develops environmental regulations</li><li>• Develops reports, issue papers and meeting materials as required</li><li>• Consults with agencies and</li></ul>

		<p>contractors on applications of regulations and policy for EA's and EIS's, ESA, Magnuson Stevens, habitat management strategies, water resource management, natural resource management plans, archeological and cultural resource management, spill prevention and control, and waste management</p> <ul style="list-style-type: none"> <li>• Reviews and comments on materials, as well as participates in conference calls and meetings for technical expertise</li> </ul>
<b>Planner-Researcher</b>	<p>7 + years experience BS/BA degree or equivalent experience**</p>	<p>Provides environmental and/or disaster preparedness project planning and research support through the development of background information, planning strategies, and comprehensive archival and field research.</p> <ul style="list-style-type: none"> <li>• Conducts research as required in support of project goals</li> <li>• Performs basic analyses</li> <li>• Drafts supporting materials, as appropriate</li> <li>• Develops spreadsheets or other formats for storing and presenting data</li> <li>• Supports the development of meeting materials, reports, logistics and records</li> <li>• Develops information reports as requested</li> <li>• Conducts research and evaluates technological advancements for improved approaches to create efficiencies</li> <li>• Helps with logistical planning and arrangements for meetings and workshops</li> <li>• Coordinates collection and preparation of status reports</li> <li>• Coordinates meeting/advisory group/ focus group attendance as appropriate</li> <li>• Assists with technical editing and</li> </ul>

		<p>formatting</p> <ul style="list-style-type: none"><li>• Assists with maintaining Administrative Records when required</li><li>• Supports other members of the project team as needed</li></ul>
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All labor categories require excellent verbal and written communication skills, the ability to work collaboratively in a team environment, and the ability to present information or findings in an appropriate and easy to understand format, as well as proficiency in the Microsoft Office Suite and Adobe Acrobat. Providing exceptional customer service and building respected client relationships is also required for all labor categories.

\* Labor Category Functional Responsibilities are not intended to be and should not be construed as being a complete list of all the duties and responsibilities performed under each labor category.

\*\* Equivalent experience for education is as follows:

AA/AS degree= two (2) years of experience

BS/BA = six (6) years of experience

MS/MA = ten (10) years of experience

PhD = thirteen (13) years of experience

Example: MS/MA degree = BS/BA + four (4) years of experience, or, AS/AA + eight (8) years of experience